



STATE CIVIL SERVICE COMMISSION MEETING FOR TUESDAY,
OCTOBER 1, 2013 HAS BEEN CANCELLED

MINUTES / ACTIONS

AGENDA

STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS MEETING
WEDNESDAY, OCTOBER 2, 2013
9:00 A.M.

SHANNON S. TEMPLET
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:10 A.M. ON WEDNESDAY, OCTOBER 2, 2013. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN JOHN MCLURE, COMMISSIONERS G. LEE GRIFFIN, D. SCOTT HUGHES, C. PETE FREMIN AND SIDNEY TOBIAS.

CHAIRMAN DUPLANTIER ANNOUNCED THE RESIGNATION OF COMMISSIONER KENNETH POLITE, WHICH WAS EFFECTIVE SEPTEMBER 18, 2013.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Consideration of the following requests to establish and/or amend Premium Pay policies, in accordance with State Civil Service Rule 6.16(a): **State Civil Service recommends approval of each request below.** (Representative from each agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUESTS AS LISTED BELOW.**
 - a. South Central Louisiana Human Services Authority – amend policy to pay up to \$0.50 per hour for all hours worked, for employees providing clinical supervision to counselor interns, effective October 2, 2013.
 - b. Central Louisiana Human Services Authority – amend policy to pay up to \$0.50 per hour for all hours worked, for employees who serve as a Substance Abuse Professional, effective October 2, 2013.
- 2) Request of the Board of Private Investigator Examiners to establish a Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 3) Request of the Department of Public Safety and Corrections – Public Safety Services for a permanent Optional Pay adjustment of 3% (with 7% having already been granted by the agency) for Clinton Summers, Budget Analyst 4, for additional duties, in accordance with State Civil Service Rule 6.16.2, to be effective July 1, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**

- 4) Request of the Department of Public Safety and Corrections, Public Safety Services, for an exception to Civil Service Rule 21.11(a), in order to carry forward straight compensatory leave from Fiscal Year 2012-2013 to Fiscal Year 2013-2014, up to 540 hours for positions performing arson or criminal investigations. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) Consideration of the Minutes of the Commission Meeting held on September 4, 2013. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 6) Request of the Lake Charles Harbor and Terminal District to exempt from the classified service, one (1) Executive Assistant position, in accordance with State Civil Service Rule 4.1(d)2, effective October 2, 2013. **State Civil Service recommends approval effective October 2, 2013 through October 1, 2017.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE OCTOBER 2, 2013 THROUGH OCTOBER 1, 2017.** (Position number and resume for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC 10-02-13 #6** as the reference when transmitting this information.
- 7) Request of the LSUHSC – New Orleans for an exception to State Civil Service Rule 6.15 for Albert Moore, Laboratory Technical Assistant 2, effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 8) Public Hearing to consider proposed changes to the Classification and Pay Plan. (Details contained in General Circular No. 2013-026) **THE COMMISSION CONDUCTED A PUBLIC HEARING TO CONSIDER PROPOSED CHANGES TO THE CLASSIFICATION AND PAY PLAN.**

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION APPROVED THE PAY PLAN PROPOSALS FOR EXHIBITS A THROUGH C, WITH EXHIBITS A & B BEING CONTINGENT UPON GOVERNOR'S APPROVAL; AND THE EFFECTIVE DATE OF ALL EXHIBITS TO BE SET BY DIRECTOR NO SOONER THAN TEN (10) DAYS AFTER THE DATE OF GUBERNATORIAL APPROVAL.

- 9) Request of the Louisiana State University System for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service Rule 17.3, to grant performance adjustments via a lump sum payment. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST BY A VOTE OF 5-1. (COMMISSIONER D. SCOTT HUGHES OPPOSED.)**

SUPPLEMENTAL AGENDA
STATE CIVIL SERVICE COMMISSION
GENERAL BUSINESS SESSION
WEDNESDAY, OCTOBER 2, 2013

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- 10) Request of the Louisiana Department of Insurance to amend its Dual Career Ladder (DCL) policy, in accordance with State Civil Service Rule 5.9, effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 11) Request of the Louisiana Workforce Commission to implement Premium Pay for IT Applications Programmer 1 and 2, IT Applications Programmer/Analyst 1 and 2, and IT Applications Project Leader job titles in the amount of \$2.00 per hour, for all hours worked, in accordance with State Civil Service Rule 6.16(a), effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 12) Request of the Abbeville Housing Authority to amend its Rewards and Recognition policy in accordance with State Civil Service Rule 6.16.1, effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 13) Request of the LSUHSC – New Orleans to amend its Optional Pay policy in accordance with State Civil Service Rule 6.16.2, effective October 2, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 14) Request of the Department of Transportation and Development to amend Premium Pay to pay up to \$1.00 per hour, for all hours worked, for employees in the Engineering Technician 1 and 2 job titles, in accordance with State Civil Service Rule 6.16(a), effective September 30, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 15) Request of the Department of Transportation and Development to extend Premium Pay to pay up to \$2.00 per hour, for all hours worked, for employees in professional procurement jobs, in accordance with State Civil Service Rule 6.16(a), effective October 1, 2013 through September 30, 2015. **State Civil Service recommends approval effective October 1, 2013.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED.**
- 16) Request of the Department of Transportation and Development to establish Premium Pay to pay up to \$2.00 per hour, for all hours worked, for employees in professional attorney jobs, in accordance with State Civil Service Rule 6.16(a), effective September 30, 2013. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 17) Request of the Department of Children and Family Services for authority under the provisions of State Civil Service Rule 4.1(d)2, to exempt sixty-three (63) positions from the state classified service, in order to complete the Modernization System Implementation Project, to be effective October 7, 2013 through May 31, 2014. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST EFFECTIVE OCTOBER 7, 2013 THROUGH MAY 31, 2014.** (Position numbers and resumes for incumbent must be emailed to misty.mcafee@la.gov . Please use **CSC 10-02-13 #17** as the reference when transmitting this information.

- 18) Request of the Department of Revenue for an exception to State Civil Service Rule 17.6, in accordance with State Civil Service 17.3, to grant performance adjustments via a lump sum payment. **State Civil Service recommends approval.** (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
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- Director's Report

- *Director Shannon Templet informed the Commission, in accordance with State Civil Service Rule 24.2(a)5(b), that she has waived the PLE test for an employee currently in an unclassified position of Program Monitor Obits which should have been hired into an Administrative Program Specialist B, as part of the acquisition and the programs specified by Act 408 located at the Louisiana Housing Corporation.*
 - *Deputy Director Byron Decoteau presented the Commission with details concerning proposed rule changes; The Commission directed State Civil Service to promulgate the proposed rules and set for public hearing at the November Commission meeting.*
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- **Consideration of a motion to adjourn for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 10:01 A.M. ON WEDNESDAY, OCTOBER 2, 2013.

RESPECTFULLY SUBMITTED,

SHANNON S. TEMPLET, DIRECTOR

DAVID DUPLANTIER, CHAIRMAN